



**CITY OF FAIRFAX, VIRGINIA  
FAIRFAX CITY HALL, FINANCE DEPARTMENT  
SUITE 312, 10455 ARMSTRONG STREET  
FAIRFAX, VA 22030  
(703) 385-7875**

**REQUEST FOR QUALIFICATIONS NUMBER 15042**

SEALED APPLICATIONS WILL BE RECEIVED IN HAND IN THE FINANCE OFFICE, SUITE 312, 10455 ARMSTRONG STREET, FAIRFAX, VIRGINIA 22030, UNTIL **3:00 P.M. ON THE 7<sup>TH</sup> DAY OF APRIL, 2015** FOR:

**PERSPECTIVE BIDDERS ARE INVITED TO SUBMIT APPLICATIONS FOR QUALIFICATION FOR PROVISION OF CONSTRUCTION SERVICES FOR THE RESTORATION OF DANIELS RUN STREAM RESTORATION PROJECT, LOCATED IN THE CITY OF FAIRFAX, VIRGINIA**

At the time, date and place stated above, applications will not be publicly opened.

**IMPORTANT NOTES:**

- City of Fairfax reserves the right to reject any and all applications, cancel this solicitation, and to waive any informalities or irregularities in procedure.
- In accordance with Code of Virginia § 2.2-4343.1, City of Fairfax does not discriminate against individuals or organizations in the performance of its procurement activity.
- Late, unsealed, and electronic applications will not be accepted.

CITY OF FAIRFAX, VIRGINIA  
FINANCE DEPARTMENT

Maryam N. Zahory, CPPB  
[Maryam.zahory@fairfaxva.gov](mailto:Maryam.zahory@fairfaxva.gov)  
Buyer

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## PART ONE - INSTRUCTIONS TO APPLICANTS

### 1. **ADDITIONAL INFORMATION**

All questions relating to this solicitation shall be submitted in writing via email to Maryam Zahory in the Finance Office, at [mzahory@fairfaxva.gov](mailto:mzahory@fairfaxva.gov). For a question to be considered, the subject line of the email must state the following: "RFQ No. **15042 Question.**"

Questions should be succinct and must include the submitter's name, title, company name, company address, and telephone number. Prior to the publishing of the City's final decision regarding applications received in response to this solicitation, applicants are prohibited from contacting City staff, other than the office of the Buyer.

**NO QUESTIONS WILL BE CONSIDERED IF THEY ARE SUBMITTED LATER THAN 5:00 PM, MARCH 20, 2015.**

If any questions or responses require revisions to this solicitation as it was originally published, such revisions will be by formal amendment only. Applicants are cautioned that any written, electronic, or oral representations made by any City representative or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to this solicitation issued by the Finance Office.

### 2. **ACCURACY AND COMPLETENESS OF SOLICITATION DOCUMENTS**

Applicants are responsible for having determined the accuracy and completeness of the solicitation documents upon which it relied in making its application, and having notified the City Buyer immediately upon discovery of an apparent inaccuracy, error in, or omission of any pages, drawings, sections, or addenda whose omission from the documents was apparent from a reference or page numbering in the solicitation documents.

If a potential applicant downloaded an electronic version of the solicitation documents, such potential Applicant is responsible for determining the accuracy and completeness of the electronic documents.

### 3. **APPLICATION FORM SUBMISSION**

The required Application Form is provided in the solicitation. One (1) fully-completed Application Form with an original longhand signature, and photocopy of the signed original (two (2) copies total), shall be submitted by hand, in a sealed envelope or package, to the Finance Office, Suite 312, 10455 Armstrong Street, Fairfax, Virginia 22030, no later than the date and time deadline specified in the Request for Qualifications above. Timely submission is solely the responsibility of the applicants. Applications received after the specified date and time will be rejected. The exterior of the envelope or package shall indicate the name of the applicant, the scheduled date and time for receipt of applications, and the number of the Request for Qualifications. Applications submitted by facsimile or electronically will not be accepted.

An applicant's failure to submit an application with a fully-completed Application Form, using the Application Form provided in this solicitation, shall be cause for rejection of that Applicant's Application. An application will be rejected if its corresponding required submittals and information are omitted or not included.

Modification of or additions to the Application Form may be cause for rejection of the application; however, City of Fairfax reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such an application as nonresponsive. As a

precondition to application acceptance, City of Fairfax may, in its sole discretion, request that the applicant withdraw or modify any such modifications or additions.

Applications and all documents related to this solicitation submitted to the City of Fairfax by an applicant shall, upon receipt by the City of Fairfax, become the property of the City of Fairfax.

**4. MISREPRESENTATION**

If any Applicant knowingly makes a misrepresentation in submitting information to the City, or fails to provide all required information, such misrepresentation or omission will be sufficient grounds for rescinding a “qualified to bid” rating or for rejection of a bid submitted as a result of this Request for Qualifications.

**5. APPEAL PROCEDURE**

Applicants who have been disqualified will be notified in writing by the City Buyer. Applicants will then have ten (10) calendar days in which to submit in writing to the City Buyer, with supporting documentation, reasons why the City should change its position. The City Buyer will inform the Applicant in writing of the City’s final decision within ten (10) calendar days of receipt of the documentation. The City’s decision on the appeal is final unless the Applicant institutes legal action within ten (10) calendar days of receipt of the decision in accordance with the provisions of the Virginia Public Procurement Act.

## PART TWO - SCOPE OF SERVICES

### 1. **PROJECT BACKGROUND & INFORMATION**

This stream restoration project consists of the restoration of approximately seven hundred and sixty five (765) linear feet of Daniels Run Stream behind Daniels Run Elementary School in the City of Fairfax, Virginia. The proposed restoration design is based on Natural Channel Design (NCD) principles. As the name implies, the goal of NCD is to restore a degraded stream by mimicking as much as possible, the characteristics of a stable, “natural” system. Through the use of fluvial geomorphic principles, NCD seeks to achieve long-term stability given current as well as future flow rates.

#### **Size of Construction Project**

Total Parcel Area	13.7 acres
Total Disturbed Area	1.4 acres
Maximum Area to be Disturbed at One Time	<1.4 acres

Daniels Run Stream is located within a narrow stream valley immediately adjacent to the Daniels Run Elementary School athletic fields. The existing channel is between 30 and 40 feet wide, between six (6) and seven (7) feet in depth, and has raw, actively eroding stream banks. The subject site is bordered on the south and east by single family homes, on the north by Daniels Run Elementary School, and to the west by church property. None of the adjacent properties will be affected by the proposed stream restoration.

### 2. **APPLICANT’S SCOPE OF WORK SUMMARY**

The Applicant’s scope of work for each area of specialty construction, requiring pre-qualification, shall include but is not limited to:

- Erosion and sediment control;
- Clearing and demolition;
- Grading;
- Planting vegetation; and
- Associated miscellaneous work.
- Installation of geomorphic structures such as, but not limited to cross vanes, modified cross vanes, step-pools, and in-stream habitat structures.

All work shall be performed in accordance with applicable state and City requirements.

### 3. **GENERAL REQUIREMENTS**

- a. Only bids from firms that have been prequalified in accordance with the procedures herein will be accepted for the Project. Bids received from those firms who have not been prequalified, or from firms who do not include a prequalified subcontractor, will not be considered.
- b. The City shall not be responsible for any costs incurred by Applicants as a result of their participation in this procurement process. Each Applicant shall bear its own expenses in connection with the preparation and submission of materials and the provision of any supplemental information which may be requested. The City shall have no liability for cost incurred by Applicants in connection with the review and evaluation of prequalification materials and any findings and determinations made therefrom.

- c. All materials submitted by Applicants shall become the property of the City and will not be returned.
- d. By submitting an application, the Applicant agrees that the City may research and/or verify information provided and contact any applicable persons or entities associated with such information. The Applicant hereby releases any listed references from all claims and liability for damages that may result from the information provided by the reference.

#### **4. DEFINITIONS**

- a. The term “Applicant” is defined as an individual, corporation, partnership, or other legal entity that submits an Application in response to this solicitation.
- b. The term “Application” is defined as the response submitted by each Applicant.

## PART THREE – APPLICATION SUBMISSION REQUIREMENTS

### 1. **FORMATTING & ORDER OF INFORMATION REQUIREMENTS**

The Application Forms and Attachments must be typed or printed. Information presented herein shall be clear, complete, accurate, and concise. The following information shall be provided in the Application for Prequalification, in the order shown:

- a. Applicant's Prequalification Statement: The Applicant shall provide the information required, using the forms provided in this solicitation.
- b. Financial Management and Internal Control Requirements: Applicants submitting applications shall have internal control systems in place that meet federal requirements for accounting. These systems shall comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All applicants (prime and their subs) must submit their FAR audit data with their applications.
- c. Project Experience: A list of similar projects currently being performed, or performed during the past five (5) years (showing project name, project owner, address, completion date and value). Provide details on those projects which are the most similar in size and scope to the proposed Project, using the form provided in this solicitation.
- d. Key Personnel: Information about the experience and qualifications of the key personnel that the Applicant plans to assign to the Project, using the form provided in this solicitation.
- e. Affidavit of Accuracy: Certification that the information contained in the Application for Prequalification is true and accurate, using the form provided in this solicitation.
- f. Subcontracts: If the Applicant intends to sub-contract portions of work included in this application, provide information on such firms, using the form provided in this solicitation.
- g. Contractor's License: A Statement of Applicant's ability to acquire a Virginia Class A Contractors License, if currently unlicensed, prior to bidding; and a commitment to require that all affected subcontractors carry a Virginia Contractors License, Class A, B, or C, as applicable.
- h. Surety Statement: Applicant's ability to acquire bid, performance and payment bonds for this Project, using the form provided in this solicitation.

## PART FOUR – EVALUATION OF APPLICATIONS

Applicants shall submit qualification information in accordance with the requirements identified herein. The Buyer or assigned designee may, at their sole discretion, contact one or more Applicants during the evaluation process for clarification of any entries in the Application for Prequalification submitted by the Applicant and may request additional information. Such additional information must be submitted to the City no later than five (5) business days after the City's request.

The decision to pre-qualify an Applicant shall not, however, constitute a determination that the Applicant is responsible, and such Applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.

In evaluating each Application for Prequalification, the City will consider, by way of illustration and not limitation, the following criteria:

### **1. MANDATORY REQUIREMENTS:**

The Applicant shall be a specialty contractor whose primary business is the area of specialty construction or the applying firm may be a general contractor whose expertise includes the area of specialty construction. The Applicant must have been established as a full time construction contractor holding or eligible to hold a Virginia Commonwealth Class A license. If the Applicant or its principals operated under another name or entity within the past five (5) years, a complete descriptive statement for at least the past three (3) years will be required.

The City may deny prequalification to an Applicant if the City finds any of the following:

- a. The Applicant fails to provide a signed Surety Statement that indicates that the Surety knows of no reason at this time that the Surety would not be able to provide bid, performance and payment bonds for the Applicant in connection with the Project for the amount of up to \$6,000,000.
- b. The Applicant does not have the appropriate experience or amount and level of experience required to perform the Project.
- c. The Applicant or any officer, director, or owner thereof has had judgments entered against them within the past ten (10) years for the breach of contracts for governmental or non-governmental projects, including, but not limited to, design-build or construction management.
- d. The Applicant has been in substantial noncompliance, as determined by the Buyer, with the terms and conditions of prior construction contracts with the City without good cause. If the City has not contracted with an Applicant in any prior construction contracts, the Buyer may deny prequalification if the Applicant has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause.
- e. The Applicant or any owner, officer, director, project manager, procurement manager or chief financial official thereof has been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of Virginia Governmental Frauds Act (§ 18.2-498 et seq.), Chapter 4.2 (§ 59.1-68.6 et seq.)



of Title 59.1, or any substantially similar law of the United States or another state.

- f. The Applicant or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government;
- g. The Applicant failed to provide to the City within the established time frame, any information requested in this Solicitation relevant to items a through f above.

**2. PROJECT EXPERIENCE:**

The Applicant for this area of specialty construction shall have constructed a minimum of five (5) urban stream restoration projects, at least three (3) of which shall be at least five (5) years old. For each of these projects, the Contractor shall have been responsible for implementing the sequence of construction, and have been responsible for maintaining stream flow, grading of the stream bed and banks, installing the specified geomorphic structures, as well as additional bank stability structures, site stabilization, and implementing the vegetation schedule (seed and containerized plantings) - either with its own workforce or through a subcontracting arrangement.

**3. CLIENT REFERENCES:**

Current client and professional designer (architect, civil engineer or landscape architect) references for the above cited projects that can be contacted to determine the Applicant's performance, workmanship quality and ability to meet scheduled completion dates.

**4. KEY PERSONNEL:**

Experience of key personnel proposed for this project. The designated project manager and site superintendent must have significant experience in similar size and type of projects.

**5. PERFORMANCE:**

Shall provide a statement confirming that the firm has not defaulted on a bond nor been involved in any litigation resulting from failure to perform on any project undertaken within the last ten (10) years.

**6. BONDS:**

Ability to obtain Bid, Performance and Payment Bonds.

**7. VIRGINIA CONTRACTOR'S LICENSE:**

Possession of a valid Virginia Class A Contractor's License or ability to obtain such license prior to award of contract.

**8. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH OF VIRGINIA**

Any applicant organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a limited liability partnership must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper full and legal name of the company or entity and the identification number issued to the applicant by the Virginia State Corporation Commission must be written in the space provided on the Application Form. Any Bidder that is not required to be authorized to transact business in the Commonwealth shall include in its Bid a statement describing why the applicant is not required to be so

authorized. The City may require a firm to provide documentation prior to making a decision regarding the firm's application which: (1) clearly identifies the complete name and legal form of the firm or entity (i.e. corporation, limited partnership, etc.); and (2) establishes that the firm or entity is authorized by the State Corporation Commission to transact business in Virginia. Failure of a prospective applicant to provide such documentation shall be grounds for rejection of the application. For further information refer to the Commonwealth of Virginia State Corporation Commission website at: [www.scc.virginia.gov](http://www.scc.virginia.gov).

**6. CITY OF FAIRFAX BUSINESS LICENSE**

Applicants must comply with the City of Fairfax business license requirements, if applicable. For information on the applicability of this requirement, contact the City of Fairfax Commissioner of Revenue Office, Suite 234, 10455 Armstrong Street, Fairfax, Virginia 22030; telephone number (703) 385-7905.

**9. SAFETY:**

Applicants shall submit a copy of the firm's written safety policies and safety procedures. In way of illustration and not limitation the document shall address the following:

- Fall protection in construction
- Hazard communication
- Scaffolding in construction
- Respiratory protection
- Lockout/tagout
- Powered industrial trucks and equipment
- Electrical wiring methods
- Ladders in construction
- Machine grading

**10. FINANCIAL STATEMENT**

Each applicant shall submit its most recent independent certified public accountants audit of its finances, including the management letter or other ancillary audit components. In instances where a management letter was not prepared as an audit function, the applicant must submit a written statement with its response certifying its absence. Failure to submit a financial statement shall be grounds for immediate rejection of the response. If the financial statement is not for the identical organization submitting this application, a written explanation must be attached that explains the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

A Financial Statement will be returned only upon receipt by City of Fairfax a written signed request by an officer of the corporation, or the same person who signed the original Application Form, at the conclusion of the prequalification process. The Financial Statement is considered by the City of Fairfax to be proprietary information when submitted in connection with a procurement transaction and, as such, is not subject to public disclosure under the Virginia Freedom of Information Act.

**11. APPEAL PROCEDURE**

Applicants who have been disqualified will be notified in writing by the Buyer. Applicants will then have ten (10) calendar days in which to submit in writing to the Buyer, with supporting documentation, reasons why the City should change its position. The Buyer will inform the Applicant in writing of the City's final decision within ten (10) calendar days of receipt of the documentation. The City's decision on the appeal is final unless the Applicant institutes legal action within ten (10) calendar days of receipt of the decision in accordance

with the provisions of the Virginia Public Procurement Act.

**12. MISREPRESENTATION**

If any Applicant knowingly makes a misrepresentation in submitting information to the City, or fails to provide all required information, such misrepresentation or omission will be sufficient grounds for rescinding a “qualified to bid” rating or for rejection of a bid submitted as a result of this Request for Qualifications.

**13. NOTICE REQUIRED OF SUBSTANTIAL CHANGES IN BONDING STATUS OR PERSONNEL**

If the Applicant experiences a material change in its bonding status, corporate structure or personnel after the Prequalification Application is submitted and prior to the award of the contract for the Project, the Applicant shall notify the City of the change in writing at the time the change occurs or as soon thereafter as it is reasonably practicable.

Failure to notify the City of any material change in bonding status, corporate structure or personnel may constitute grounds for rescinding a “qualified to bid” rating or for rejection of a bid.

**PART FIVE – APPLICATION FORMS AND ATTACHMENTS**  
**REQUIRED SUBMISSIONS**



## REQUEST FOR QUALIFICATIONS NUMBER 15042

### APPLICATION FORM

THE FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS APPLICATION MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS APPLICATION FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE SOLICITATION TO BE SUBMITTED WITH THIS APPLICATION FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

<b>SUBMITTED BY:</b> (Legal Name Of Entity)	
<b>FORMER NAMES:</b> (Insert all other names that this entity has been known by in the past twenty (20) years)	
<b>AGE OF THE ENTITY:</b> How many Years this entity has been in business under the current name?	
<b>PRINCIPAL PLACE OF BUSINESS:</b>	
<b>TELEPHONE NO.</b>	<b>FAX NO.</b>
<b>CORPORATE WEBSITE</b>	
<b>DUNS NUMBER:</b>	
<b>FORM OF OWNERSHIP:</b> ____CORPORATION; _____GENERAL PARTNERSHIP; _____UNINCORPORATED ASSOCIATION; _____LIMITED LIABILITY COMPANY; _____LIMITED PARTNERSHIP; _____SOLE PROPRIETORSHIP	
<b>WHERE THE ENTITY WAS FORMED:</b> (INSERT NAME OF STATE) _____	
<b>IDENTIFICATION NO. ISSUED TO THE FIRM BY SCC:</b> If Applicant is exempt from the SCC authorization requirement, the it shall include a statement on the entity's letterhead with its application certifying their exemption from this requirement. _____	
<b>VA. CONTRACTOR'S LICENSE #:</b>	_____ <b>Class:</b> _____

<b>DEBARMENT, DISQUALIFICATION AND OR SUSPENSION:</b> Is the entity or any of its principals are currently debarred, suspended or disqualified from submitting responses to the City, or any other state, local or federal entities? <input type="checkbox"/> YES; <input type="checkbox"/> NO	
<b>APPLICANT'S STATUS PLEASE INITIAL ONE:</b>  <input type="checkbox"/> MINORITY OWNED; <input type="checkbox"/> WOMAN OWNED; <input type="checkbox"/> NEITHER	
<b>NOTE:</b> If the answers to any questions below are yes, use additional pages to provide detailed description of the situation and or provide full documentation	
<b>CLAIMS/FINAL RESOLUTION/JUDGMENTS</b> Have any of the following actions occurred on, or in conjunction with, any project(s) performed by the Applicant, any affiliate, or their officers, partners or directors in the last five (5) years? "Legal Actions" shall include civil or criminal litigation, administrative; Proceedings, indictments, arbitrations or the like <input type="checkbox"/> YES; <input type="checkbox"/> NO	
<b>TERMINATION/FAILURE TO COMPLETE</b> Has Applicant ever been terminated for work awarded to it? This includes termination for default (or cause) or for the convenience of the Owner? Has Applicant for any other reason failed to complete a project? <input type="checkbox"/> YES; <input type="checkbox"/> NO	
<b>BREACH, DEFAULT, DEBARRED:</b> Within the last five (5) years, has Applicant been disqualified, removed, or otherwise declared in material breach or default of any contract by a public agency, or debarred from participating in bidding for any contract? If yes, please explain the circumstances: <input type="checkbox"/> YES; <input type="checkbox"/> NO	
<b>RELEASE FROM CONTRACT APPLICATION, BID OR AWARD:</b> Has Applicant filed a request to be released from an Application, bid, selection or award of any contract within the last five (5) years? If yes, please explain the circumstances. <input type="checkbox"/> YES; <input type="checkbox"/> NO	
<b>FAILURE TO EXECUTE A CONTRACT:</b> Has Applicant ever been selected for award or awarded a contract in which the entity failed to execute the contract? This would include: the entity not signing the contract documents; an inability of the company to obtain insurance requirements; or failure of the company to submit required forms and attestations. If yes, please explain the circumstances: <input type="checkbox"/> YES; <input type="checkbox"/> NO	
<b>BANKRUPTCY:</b> Has Applicant filed for bankruptcy in the last seven years or is your firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances <input type="checkbox"/> YES; <input type="checkbox"/> NO	

**Applicants Name:** \_\_\_\_\_

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by an Applicant in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Applicant must identify the data and materials need such protection prior to submission of such data and material, and state the reasons why protection is necessary. Please mark one:

( ) **Yes**, the Application I have submitted does contain trade secrets and/or proprietary information.

( ) **No**, the Application I have submitted does not contain any trade secrets and/or proprietary information.

**If Yes**, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the Application containing such data or materials:

---

**STATE THE SPECIFIC REASON(S) WHY PROTECTION IS NECESSARY:**

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**NOTE:** If you fail to identify the data or other materials to be protected and state the reasons why such protection is necessary in the space provided above, you have not invoked the protection, accordingly, effectively the Application will be open for public inspection consistent with applicable law.

**CERTIFICATION OF NON-COLLUSION:**

The undersigned certifies that this Application is not the result of, or affected by, any act of collusion with another person(as defined in Code of Virginia Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia §18.2-498.1 et seq.).

**CONFLICT OF INTEREST:**

The undersigned certifies and warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest, which is defined as a situation in which the nature or work under the contract and the Applicant's organizational, financial, contractual or other interest are such that award of the contract may result in the applicant receiving an unfair competitive advantage, or the applicant's objectivity in performing the contract work may be impaired. The applicant agrees that if after being prequalified it discovers an organizational conflict of interest with respect to the being prequalified, it shall make an immediate and full disclosure in writing to the Buyer which shall include a description of the action which the applicant has taken or intends to take to eliminate or neutralize the conflict.

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS.

NAME (PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Prequalification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Applicant, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Applicant an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Applicant, or themselves, to gain any favoritism in the award of any contract resulting from this bid.

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NAME OF AND TITLE APPLICANT'S REPRESENTATIVE

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SIGNATURE OF APPLICANT'S REPRESENTATIVE



## APPLICATION FORM (CONTD.)

### APPLICANT'S QUALIFICATION STATEMENT

**\*\*use additional pages if needed\*\***

APPLICANT'S LEGAL NAME:	DATE:	
DESCRIBE YOUR FIRM'S AREAS OF SPECIALIZATION:		
DESCRIBE THE ORGANIZATIONAL STRUCTURE:		
<b>PART I:</b> LIST FIVE (5) URBAN STREAM RESTORATION PROJECTS, THREE (3) OF WHICH HAVE BEEN COMPLETED WITHIN THE PAST FIVE (5) YEARS. ATTACH A DETAILED DESCRIPTION OF THE PROJECT AND CONSTRUCTION METHODS USED, AND THE VALUE OF CHANGE ORDERS AND OUTSTANDING CLAIMS TO DATE:		
<b>DETAILS OF PROJECT No. 1</b>		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \WILL BE COMPLETED
	IS THE PROJECT ON TIME? YES    NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	EST. FINAL AMOUNT
	\$	\$

THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
<b>DIVISION OF WORK:</b> DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	FIRM	SUBCONTRACTORS
	%	%
<b>PROJECT MANAGER/SUPERINTENDENT:</b> NAME AND QUALIFICATION OF INDIVIDUAL ASSIGNED BY THE FIRM TO OVERSEE THE WORK. (USE ADDITIONAL PAGES IF NECESSARY)		
<b>SUBCONTRACTORS:</b> LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY
<b>SURETY COMPANY:</b> THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:
<b>DESCRIPTION OF PROJECT:</b> (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		

**Applicants Name:** \_\_\_\_\_

DETAILS OF PROJECT NO. 2		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \WILL BE COMPLETED
	IS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	EST. FINAL AMOUNT
	\$	\$
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
<b>DIVISION OF WORK:</b> DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	<b>FIRM</b>	<b>SUBCONTRACTORS</b>
	%	%
<b>PROJECT MANAGER/SUPERINTENDENT:</b> NAME AND QUALIFICATION OF INDIVIDUAL ASSIGNED BY THE FIRM TO OVERSEE THE WORK. (USE ADDITIONAL PAGES IF NECESSARY)		
<b>SUBCONTRACTORS:</b> LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	<b>FIRM'S NAME</b>	<b>RESPONSIBILITY</b>

<b>SURETY COMPANY:</b> THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	<b>NAME:</b>	<b>ADDRESS:</b>
	<b>AGENT'S NAME:</b>	<b>PHONE &amp; EMAIL ADDRESS:</b>
<b>DESCRIPTION OF PROJECT:</b> (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		
<b>DETAILS OF PROJECT NO. 3</b>		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED
	IS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	EST. FINAL AMOUNT
	\$	\$
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
<b>DIVISION OF WORK:</b> DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN	<b>FIRM</b>	<b>SUBCONTRACTORS</b>

WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	%	%
<b>PROJECT MANAGER/SUPERINTENDENT:</b> NAME AND QUALIFICATION OF INDIVIDUAL ASSIGNED BY THE FIRM TO OVERSEE THE WORK. (USE ADDITIONAL PAGES IF NECESSARY)		
<b>SUBCONTRACTORS:</b> LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	<b>FIRM'S NAME</b>	<b>RESPONSIBILITY</b>
<b>SURETY COMPANY:</b> THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	<b>NAME:</b>	<b>ADDRESS:</b>
	<b>AGENT'S NAME:</b>	<b>PHONE &amp; EMAIL ADDRESS:</b>
<b>DESCRIPTION OF PROJECT:</b> (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		
<b>DETAILS OF PROJECT NO. 4</b>		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED

	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	EST. FINAL AMOUNT
	\$	\$
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
DIVISION OF WORK: DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	FIRM	SUBCONTRACTORS
	%	%
SUBCONTRACTORS: LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY
SURETY COMPANY: THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:
DESCRIPTION OF PROJECT: (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		
DETAILS OF PROJECT NO. 5		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		

LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED
	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	EST. FINAL AMOUNT
	\$	\$
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
DIVISION OF WORK: DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	FIRM	SUBCONTRACTORS
	%	%
SUBCONTRACTORS: LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY
SURETY COMPANY: THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:
DESCRIPTION OF PROJECT: (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		

<b>PART II:</b>		
LIST THREE (3) SIMILAR CONSTRUCTION PROJECTS PERFORMED BY YOUR KEY SUBCONTRACTORS F WITHIN THE LAST FIVE (5) YEARS. ATTACH A DETAILED DESCRIPTION OF THE PROJECT AND CONSTRUCTION METHODS USED, AND THE VALUE OF CHANGE ORDERS AND OUTSTANDING CLAIMS TO DATE:		
SUBCONTRACTOR'S LEGAL NAME: (NOTE SUBMIT THIS INFORMATION FOR EACH SUBCONTRACTOR)		
<b>DETAILS OF PROJECT NO. 1</b>		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED
	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$

**Applicants Name:** \_\_\_\_\_



<b>SUBCONTRACTORS:</b> LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	<b>FIRM'S NAME</b>	<b>RESPONSIBILITY</b>
<b>SURETY COMPANY:</b> THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	<b>NAME:</b>	<b>ADDRESS:</b>
	<b>AGENT'S NAME:</b>	<b>PHONE &amp; EMAIL ADDRESS:</b>
<b>DESCRIPTION OF PROJECT:</b> (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		
<b>DETAILS OF PROJECT NO. 2</b>		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED

	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)		
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
SUBCONTRACTORS: LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY
SURETY COMPANY: THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:
DESCRIPTION OF PROJECT: (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		
DETAILS OF PROJECT NO. 3		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
LOCATION OF THE PROJECT:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED

		WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT IS DELAYED PROVIDE THE REASONS FOR THE DELAY(S)			
THE VALUE OF CHANGE ORDERS TO DATE:	OWNER INITIATED	CONTRACTOR INITIATED	
	\$	\$	
SUBCONTRACTORS: LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY	
SURETY COMPANY: THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:	
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:	
<b>PART III:</b> LIST THREE (3) SIMILAR CONSTRUCTION PROJECTS PERFORMED BY YOUR SENIOR LEVEL STAFF WITHIN THE LAST FIVE (5) YEARS. ATTACH A DETAILED DESCRIPTION OF THE PROJECT AND CONSTRUCTION METHODS USED, AND THE VALUE OF CHANGE ORDERS AND OUTSTANDING CLAIMS TO DATE: (NOTE SUBMIT THIS INFORMATION FOR EACH SENIOR LEVEL STAFF)			
<b>DETAILS OF PROJECT No. 1</b>			
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)			
OWNER'S NAME:			
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)			
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)			
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED	
	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)		
REASON(S) FOR THE DELAY: IF THE PROJECT WAS NOT COMPLETED ON TIME PROVIDE THE REASONS FOR THE DELAY(S)			
PROJECT VALUE:	INITIAL AWARD	FINAL COMPLETION	
	\$	\$	

THE VALUE OF CHANGE ORDERS:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
<b>DIVISION OF WORK:</b> DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	FIRM	SUBCONTRACTORS
	%	%
<b>PROJECT MANAGER/SUPERINTENDENT:</b> NAME AND QUALIFICATION OF INDIVIDUAL ASSIGNED BY THE FIRM TO OVERSEE THE WORK. (USE ADDITIONAL PAGES IF NECESSARY)		
<b>SUBCONTRACTORS:</b> LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY
<b>SURETY COMPANY:</b> THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:
<b>DESCRIPTION OF PROJECT:</b> (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		
DETAILS OF PROJECT No. 2		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		

PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED
	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT WAS NOT COMPLETED ON TIME PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	FINAL COMPLETION
	\$	\$
THE VALUE OF CHANGE ORDERS:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
DIVISION OF WORK: DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	FIRM	SUBCONTRACTORS
	%	%
PROJECT MANAGER/SUPERINTENDENT: NAME AND QUALIFICATION OF INDIVIDUAL ASSIGNED BY THE FIRM TO OVERSEE THE WORK. (USE ADDITIONAL PAGES IF NECESSARY)		
SUBCONTRACTORS: LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	FIRM'S NAME	RESPONSIBILITY
SURETY COMPANY: THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	NAME:	ADDRESS:
	AGENT'S NAME:	PHONE & EMAIL ADDRESS:
DESCRIPTION OF PROJECT: (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		

<b>DETAILS OF PROJECT No. 3</b>		
PROJECT NAME: (INCLUDE CONTRACT NUMBER, IF APPLICABLE)		
OWNER'S NAME:		
PROJECT MANAGER: (NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS FOR INDIVIDUAL ASSIGNED BY THE OWNER TO OVERSEE THE CONSTRUCTION PROJECT)		
ARCHITECTURAL OR ENGINEERING FIRM : NAME AND CONTACT INFORMATION FOR THE FIRM DESIGNED THE PROJECT, INCLUDE THE NAME AND EMAIL ADDRESS OF PROFESSIONAL ON THE RECORD)		
PROJECT DURATION:	STARTED	WAS \ WILL BE COMPLETED
	WAS THE PROJECT ON TIME? YES NO (CIRCLE ONE)	
REASON(S) FOR THE DELAY: IF THE PROJECT WAS NOT COMPLETED ON TIME PROVIDE THE REASONS FOR THE DELAY(S)		
PROJECT VALUE:	INITIAL AWARD	FINAL COMPLETION
	\$	\$
THE VALUE OF CHANGE ORDERS:	OWNER INITIATED	CONTRACTOR INITIATED
	\$	\$
<b>DIVISION OF WORK:</b> DESCRIBE THE PERCENTAGE OF WORK PERFORMED BY THE FIRM USING ITS OWN WORKFORCE AND THE PERCENTAGE OF WORK PERFORMED BY THE SUBCONTRACTORS HIRED BY THE FIRM	<b>FIRM</b>	<b>SUBCONTRACTORS</b>
	%	%
<b>PROJECT MANAGER/SUPERINTENDENT:</b> NAME AND QUALIFICATION OF INDIVIDUAL ASSIGNED BY THE FIRM TO OVERSEE THE WORK. (USE ADDITIONAL PAGES IF NECESSARY)		

<b>SUBCONTRACTORS:</b> LIST NAME OF SUBCONTRACTORS UTILIZED IN THE PERFORMANCE OF WORK FOR THIS PROJECT (USE ADDITIONAL PAGES, IF NECESSARY)	<b>FIRM'S NAME</b>	<b>RESPONSIBILITY</b>
<b>SURETY COMPANY:</b> THE FIRM THAT PROVIDED SURETY FOR BID, PERFORMANCE AND PAYMENT BOND REQUIREMENT OF THE PROJECT	<b>NAME:</b>	<b>ADDRESS:</b>
	<b>AGENT'S NAME:</b>	<b>PHONE &amp; EMAIL ADDRESS:</b>
<b>DESCRIPTION OF PROJECT:</b> (include details on major bodies of work included, obstacles and how the obstacles were mitigated) use additional pages, if necessary.		

APPLICANT'S NAME

\_\_\_\_\_  
APPLICANT'S AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Name\ Title of Authorized Signatory

## APPLICATION FORM (CONTD.)

### APPLICANT'S QUALIFICATION STATEMENT (Contd.)

#### **KEY PERSONNEL**

PROVIDE INFORMATION ABOUT THE EXPERIENCE OF KEY PERSONNEL OF THE FIRM THE INFORMATION SHALL INCLUDE NAME, TITLE OF INTENDED ASSIGNMENT, YEARS OF EXPERIENCE, TYPE OF CERTIFICATION POSSESSED, OFFICIAL TITLE WITH THE FIRM, AND EXPERIENCE ON SIMILAR PROJECTS. (YOU CAN ALSO INCLUDE ONE PAGE RESUMES FOR THE KEY PERSONNEL).

#	EMPLOYEE NAME	INTENDED RESPONSIBILITY UNDER THIS CONTRACT	QUALIFICATION AND EXPERIENCE

**Applicants Name:** \_\_\_\_\_



**APPLICATION FORM (CONTD.)  
REFERENCE DATA SHEET**

Applicant's Name: \_\_\_\_\_

Entity's Name:			
Address:			
Telephone:		Contact Person:	
Name And Location Of Project:			
Entity's Name:			
Address:			
Telephone:		Contact Person:	
Name And Location Of Project:			
Entity's Name:			
Address:			
Telephone:		Contact Person:	
Name And Location Of Project:			
Entity's Name:			
Address:			
Telephone:		Contact Person:	
Name And Location Of Project:			
Entity's Name:			
Address:			
Telephone:		Contact Person:	
Name And Location Of Project:			

**AFFIDAVIT OF ACCURACY**

Applicant's Name: \_\_\_\_\_

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Prequalification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Applicant, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Applicant an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Applicant, or themselves, to gain any favoritism in the rendering of City's decision regarding this solicitation.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
REPRESENTATIVE/TITLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
REPRESENTATIVE/TITLE

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

NOTARY SEAL:

**SURETY STATEMENT**

Applicant's Name: \_\_\_\_\_

\_\_\_\_\_ has been a client of \_\_\_\_\_  
(Name of Applicant) (Name of Surety Company)

for over (\_\_\_\_\_) years. During that time, we have supported this firm in their pursuit of projects in the \$\_\_\_\_\_ range and total programs in excess of \$\_\_\_\_\_.

We are prepared to provide Bid, Performance, and Payment Bonds on the aforementioned project, provided (name of Applicant) accepts an award of the contract and makes application to us on or about the time the work is to commence, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms and job specifications, acceptable bond forms, and confirmation of full financing.

We also possess certificates of authority as an acceptable surety authorized to do business in the Commonwealth of Virginia as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570.

Sincerely,

\_\_\_\_\_  
Attorney-In-Fact

\_\_\_\_\_  
Name of Surety

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone